



Department of General Services
Procurement Division
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

STATE OF CALIFORNIA

MASTER SERVICES

AGREEMENT

SUPPLEMENT NUMBER 2

CONTRACT NO:	5-03-70-29 through 5-03-70-55
SERVICES:	DOCUMENT CONVERSION SERVICES
CONTRACTOR:	VARIOUS
EFFECTIVE:	JULY 25, 2003 THROUGH JULY 24, 2006
DISTRIBUTION CODE:	ALL BSO's and PROCUREMENT OFFICES

The MSA User Guide (Ordering Instructions) is hereby amended to incorporate the following provisions: DGS Administrative Fee, Ordering, Amendments, and Order Dollar Limit.

**PROCUREMENT DIVISION CONTRACT ADMINISTRATOR FOR THIS
CONTRACT**

IS Tom Abeyta

DATE: 4/8/04

PHONE: (916) 375-4491

FAX: (916) 375-4395

RUSS GUARNA, PURCHASING MANAGER

DGS ADMINISTRATIVE FEE

State and Local agencies by placing an order against this MSA agree to pay the State administrative fee.

The Department of General Services (DGS) will directly bill each state and local agency for the amount of the administrative fee for use of Masters. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

See DGS Price Book at www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm for current fees.

ORDERING

Departments must make a valid attempt to secure offers from viable contractors who are able to supply the good and/or provide services. Neither a lack of sufficient contractors nor the use of restrictive requirements meets the intent for obtaining offers.

Departments granted purchasing authority to use this MSA shall solicit a **minimum of three (3) offers** including one SB and/or DVBE when available and document the responses. See the Purchasing Authority Manual (PAM) at <http://www.documents.dgs.ca.gov/pd/delegations/chapter06.pdf>.

AMENDMENTS

Original orders, which do not include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offers process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendment.

Copies of all amendments must be forwarded as stated herein for original orders.

ORDER DOLLAR LIMIT

Orders against this Master Agreement are limited to \$500,000.00 unless the DGS, Procurement Division grants a specific exemption for the goods or services on the purchase order.